



**LANGLEY  
POLICY  
DIRECTIVE**

Directive: LAPD 6000.1T-1  
Effective Date: February 22, 2011  
Revised: March 14, 2012  
Expiration Date: January 31, 2016

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**Responsible Office: Logistics Management Branch, Center Operations  
Directorate**

**SUBJECT: Transportation Management**

**1. POLICY**

- a. Government owned vehicles are restricted to a 50 mile radius of Langley Research Center (LaRC). Exceptions must be approved by the Transportation Officer.
- b. The use of hand held wireless (cellular) phones is prohibited when driving motor vehicles owned, leased, or rented by the Federal Government.
- c. Government motor vehicles will not be assigned for the exclusive use of any one official unless such assignment is required by the nature of the individual's responsibilities or by the frequency, urgency, and extent of daily usage. The use of Government motor vehicles for the transportation of employees between their residences and places of work is prohibited by law. This restriction does not apply to employees on valid temporary duty travel orders or to Office of Inspector General (OIG) personnel performing criminal law enforcement functions pursuant to statutory authority.
- d. General purpose, Government owned vehicles require a valid state operator's license for the type of vehicle to be operated.
- e. Special purpose, Government owned vehicles/equipment require a certification of training by an appropriate recognized authority for the type of vehicle or equipment to be operated.
- f. Sanction: Use of, or authorization of use of, Government provided vehicles for any purpose other than official business may result in disciplinary actions set forth in 41 CFR 102-34.240, "How are Federal Employees Disciplined for Misuse of Motor Vehicles Owned or Leased by the Government?"
- g. It is the policy of LaRC to achieve maximum economy and efficiency in the management of the Center's motor vehicle fleet, including the identification, registration, inspection, official use, and reporting thereof.
- h. Bicycles purchased by the Government are Government property and are for use only on Center in the performance of official Government business. As a "green" initiative as well as cost-savings initiative, the bicycles are intended to be used as alternative transportation around Center rather than using a motor vehicle, thus conserving fuel and associated resources. Employees' supervisors may authorize limited on-center personal use of Government bicycles (e.g., a stop at the cafeteria enroute to a meeting) to the extent that such personal use does not interfere with official

duties, result in a loss of employee productivity, or unduly limit the availability of bicycles for official use.

## **2. APPLICABILITY**

"This Policy Directive is applicable to NASA civil service employees and to employees of NASA Contractors, grant recipients, and other partners to the extent specified in their contracts or agreements."

## **3. AUTHORITY**

- a. NPD 6000.1, "Transportation Management."
- b. 41 CFR 102-34, "Motor Vehicle Management."
- c. 41 CFR 102-34.240, "How are Federal Employees Disciplined for Misuse of Motor Vehicles Owned or Leased by the Government?"
- d. 49 CFR 172.800-172.804, "Safety and Security Plans."
- e. 31 USC 1344, "Passenger Carrier Use."

## **4. APPLICABLE DOCUMENTS**

- a. NPR 4200.1, "NASA Equipment Management Procedural Requirements"
- b. NPR 6000.1, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components."
- c. NPR 6200.1, "NASA Transportation and General Traffic Management."
- d. LAPD 1700.7, "Traffic Management"
- e. LAPD 9700.3, "Travel Requirements, Officials, and Redelegations."
- f. LPR 1740.3, "Facility Safety Head and Facility Coordinator Guide"

## **5. RESPONSIBILITY**

- a. Transportation Officer: Logistics Management Branch, COD
  - (1) Approve the purchase of all transportation services, including motor vehicles or any piece of mechanized equipment for transporting passengers, goods, or apparatus.
  - (2) Provide on-site contract oversight for transportation services.
  - (3) Ensure that all transportation services acquired by LaRC from common carriers are the most economical and efficient.

- (4) Review motor vehicle assignments, utilization, and annual justifications
- (5) Maintain adequate motor vehicle assignment and utilization records.
- (6) Review and approve written requests for motor vehicle support for research and development projects.
- (7) Initiate action to replace unserviceable and unsafe motor vehicles.
- (8) Provide on-site contract oversight for motor vehicle operations and maintenance of Government-owned bicycles.

b. The Director, Safety and Mission Assurance Office, or designee is responsible for approving hanging storage apparatuses.

c. Organizational Unit Managers

- (1) Assure that assigned motor vehicles and motorized equipment are justified and that these vehicles provide the most economical and effective means of fulfilling requirements. An annual justification will be submitted to Logistics Management Branch for vehicles assigned to a specific organization.
- (2) Assure that purchase requests for motor vehicles include complete and proper justifications to support acquisition of the motor vehicle.
- (3) Organizations are responsible for contacting the Logistics Management Branch should a bicycle require maintenance.
- (4) Organizations may, but are not required to, procure helmets for those employees who choose to use bicycles.

d. NASA employees

- (1) The user is responsible for following all rules and regulations associated with the property in their control per NPR 4200.1 and for protecting and conserving property entrusted to them.
- (2) Employees storing a bicycle by hanging it on a wall or from a ceiling are responsible for obtaining the Safety and Mission Assurance Office's written approval of the methods used to support the bicycle on the wall or from the ceiling.
- (3) Employees who ride bicycles are responsible for complying with the provisions herein and that of LAPD 1700.7, and all applicable Virginia State laws, while riding a bicycle on LaRC.

e. Employees and Facility Coordinators are responsible for ensuring that bicycles are not stored in areas that block access per LPR 1740.3 requirements:

**6. DELEGATION OF AUTHORITY**

None

**7. MEASUREMENTS/VERIFICATION**

As required by NPD 6000.1.

**8. CANCELLATION**

LAPD 6000.1, dated December 9, 2009.

*Original signed on file*

Lesa B. Roe  
Director

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